



1 JULY 1996

*Operations*

**JOINT TECHNICAL COORDINATING GROUP FOR MUNITIONS  
EFFECTIVENESS (JTCG/ME) PUBLICATIONS**

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This instruction implements AFRD 10-4, *Operations Planning*, and the 25 November 1986 Memorandum of Agreement between the Departments of the Army, Navy, and Air Force; and the Defense Intelligence Agency (DIA). It describes the responsibilities of personnel who manage, prepare, publish, distribute, and use JTCG/ME publications. It directs functional management for the publication of Joint Munitions Effectiveness Manuals (JMEM) and JTCG/ME Special Reports produced by the Joint Technical Coordinating Group for Munitions Effectiveness.

**1. Developing JTCG/ME Publications.** Department of Defense (DoD) Components (Army, Navy, Air Force, Marine Corps, and DIA) collaborate to develop and publish JTCG/ME documents. The Joint Chiefs of Staff (JCS) and DoD Components use these documents to plan and analyze attack missions, develop weapon requirements, and conduct wargaming exercises. The JTCG/ME operates according to the Joint Logistics Commanders (JLC) decisions and directions. JTCG/ME publishes all material according to the JTCG/ME Publication Information Guide, 61JTCG/ME 1-3.

**2. Responsibilities.**

2.1. JTCG Steering Committee. The Army Materiel Command, Naval Ordnance Center, Air Force Materiel Command, Defense Intelligence Agency, and Marine Corps appoint staff-level representatives to the JTCG/ME Steering Committee as Principal Service Members. The Steering Committee:

- 2.1.1. Directs Working Group studies, tests, meetings, other required activities, and funding.
- 2.1.2. Establishes working groups to meet the needs of the tri-service operational commands and other users of nonnuclear munitions data.
- 2.1.3. Coordinates technical data among Services, approves data for use in JTCG/ME publications and establishes priorities.
- 2.1.4. Provides technical guidance to subgroups and approves publication of data generated by the subgroups.
- 2.1.5. Prepares budgets and distributes funding for publishing all JTCG/ME publications.
- 2.1.6. Develops, reviews, and coordinates the technical content of JTCG/ME publications, including changes and revisions.
- 2.1.7. Establishes procedures for controlling the distribution of publications to agencies including non-DoD activities.
- 2.1.8. Maintains security classification guidelines for publications.

2.2. Principal Service Members:

- 2.2.1. Respond to requests for publication information.
- 2.2.2. Coordinate JTCG/ME publication matters within their own Services and agencies to ensure they approve technical content and promptly authenticate JMEMs.
- 2.2.3. Develop initial distribution lists for new JMEMs and an updated list for each JMEM change or revision.

2.3. Air Force:

- 2.3.1. Provides the JTCG/ME Publications Management Office at Tinker AFB, OK. This office manages the publication, distribution, and sanitization of JTCG/ME documents.

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Supersedes: AFR 8-4/AR 25-35, 15 August 1991.  
OPR: HQ USAF/XOFW (Ms Reenie Bisgrove)

Certified by: HQ USAF/XOF (Maj Gen Bobby O. Floyd)  
Pages: 5/Distribution: See attachment 3.

2.3.1.1. Sanitization is the process of removing data from the JTCG-ME products and publications prior to release to customers or countries. The Publications Management Office will screen products and publications to blank out, remove, or omit all data not authorized or not needed by a particular customer.

2.3.1.2. HQ AFMC/DRW controls distribution of JTCG-ME products and publications within DoD. Forward requests by DoD organizations or associated contractors for JTCG/ME publications to JTCG/ME PUBLICATIONS, OC-ALC/TILUB, 7851 2ND STREET SUITE 206, TINKER AFB OK 73145-9160.

2.3.1.3. Since many JTCG/ME publications are classified or not releasable to specific agencies, DoD organizations or associated contractors must accompany their requests for these publications by verified security clearance and facility storage authorization. Contractors also must obtain approval from their contract monitor. For foreign government requests refer to paragraph 2.5.

2.3.1.4. DoD program offices, laboratories, field activities, and associated contractors should submit requests for JTCG/ME publications in writing to the above address according to paragraph 2.3.1.3. Additional distribution instructions are in Part I of the Joint Service Index of Specialized Technical Handbooks, 61 JTCG/ME 1-2.

2.3.2. Manages JTCG/ME numbered documents program.

2.3.3. Serves as the government contracting agency for the JTCG/ME General Support Contractor.

2.3.4. Chairs the JTCG/ME Publications Coordination Group (PCG).

2.3.4.1. Provides a progress report to the Steering Committee at each meeting on the status of accomplishments, sanitization efforts, and workload backlog. Additionally, briefs any concerns impacting the quality or timely distribution of JMEM publications and special reports with recommendations for resolution. The Air Force will brief the current status of allocated funding.

2.4. DoD Components:

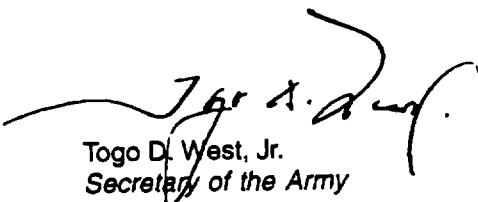
2.4.1. Each DoD component determines how it identifies, numbers, and internally manages copies.

2.4.2. Participating DoD components designate offices (listed at attachment 1) to receive correspondence, authenticate JMEMs, recommend changes, and conduct other matters that relate to JTCG/ME publications.

2.5. Foreign Requests. Refer requests for JTCG/ME publications from a foreign government through appropriate channels to the JTCG/ME publication Manager, OC-ALC/TILUB, 7851 2nd Street, Suite 206, Tinker AFB OK 73145-9160. A courtesy copy should be sent to the U. S. Army Materiel Systems Analysis Activity, JTCG/ME Coordinator's Office, AMXSY-J, Aberdeen Proving Ground MD 21005-5071. **NOTE:** Appropriate channels are listed in the Joint Service Index of Specialized Technical Handbooks, 61 JTCG/ME 1-2.

RALPH E. EBERHART, Lt General, USAF  
DCS/Plans and Operations

DENNIS J. REIMER, General, U.S. Army  
Chief of Staff



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**ADDRESSES FOR DOD COMPONENTS**

**A.1. Air Force.**

Publications:

HQ AFMC/DRW  
4375 Chidlaw Road, Suite 6  
Wright Patterson AFB OH 45433-5006

Technical:

ASC /XRE  
2275 D Street, Suite 10  
Wright Patterson AFB OH 45433-7227

**A.2. Army.**

Commander  
USAPPC  
ATTN: ASQZ-PMC  
Hoffman Bldg 1, Room 1020  
Alexandria VA 22331-0302

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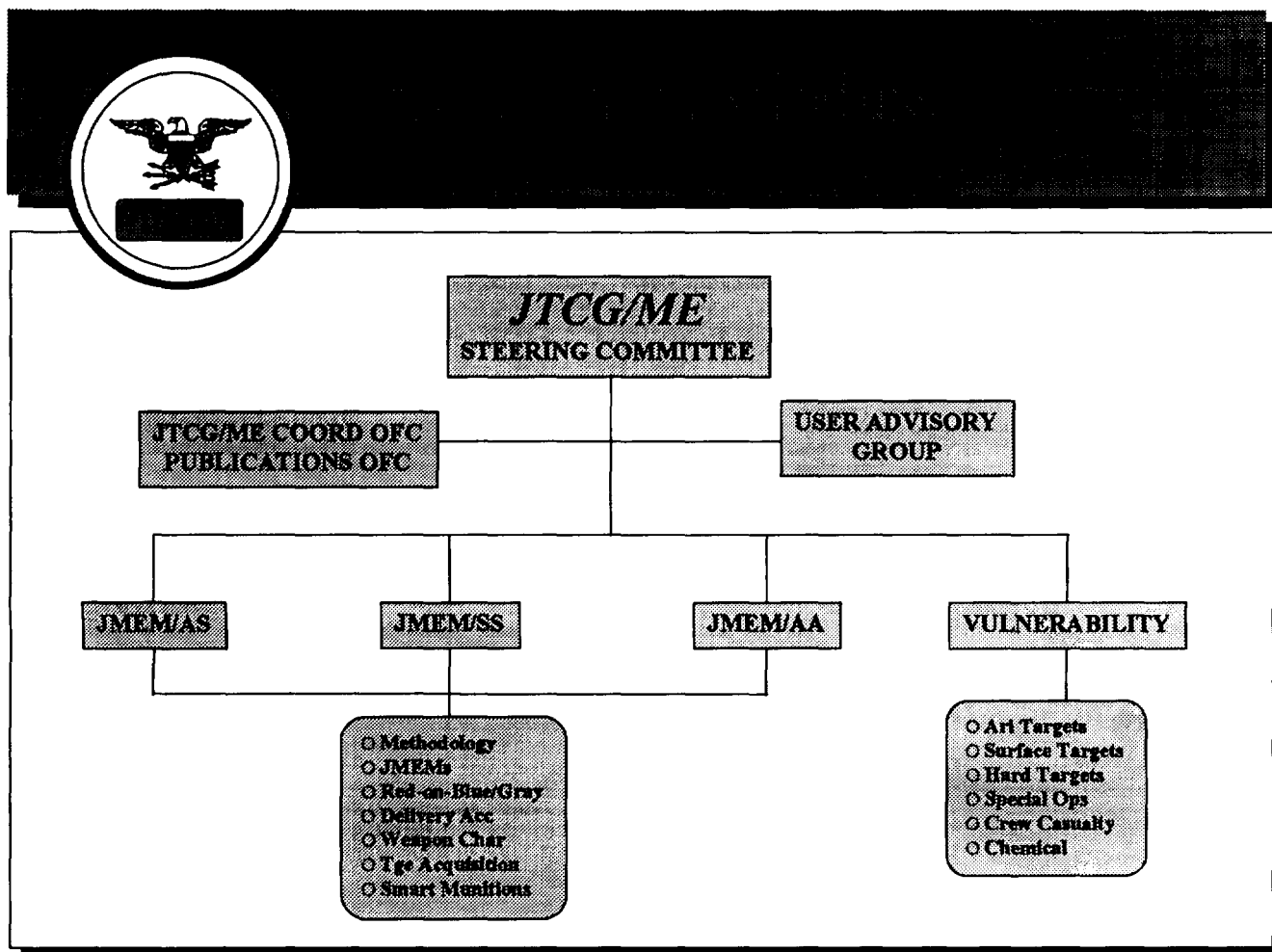
Commander  
Marine Corps Systems Command  
ATTN: (AM)  
2033 Barnett Avenue, Suite 315  
Quantico VA 22134-5010

**A.4. Navy.**

Commander  
Naval Ordnance Center  
ATTN: N832  
23 Strauss Avenue  
Indian Head MD 20640-5555

# ORGANIZATIONAL CHART FOR JOINT TECHNICAL COORDINATING GROUP FOR MUNITIONS EFFECTIVENESS

Figure A2.1. Organizational Chart for Joint Technical Coordinating Group for Munitions Effectiveness.



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